

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 21 June 1957

FROM : Chairman, Committee on Language Development

SUBJECT: Unfulfilled Requests for Off-duty Language Training

1. Attached is the status of unsatisfied off-duty hours training requests which you requested at the June meeting of the Committee on Language Development. In summary, the list represents 55 requests for training in 16 languages.

2. This report indicates that there are sufficient numbers of students to make up classes as follows, provided we can find instructors:

a. Chinese (beginning)	6
b. Finnish (beginning)	5
c. Japanese (beginning)	4
d. Russian (beginning)	13
e. Russian (advanced)	5 (before duty hours)
f. Russian (advanced)	4 (after duty hours)

3. There are two requests dating from 5 April, one for Russian (201) and one for Greek. (Note: Only one request for Greek has been received thus far.)

4. The Chairman, Committee on Language Development, will find out which of these languages are being or can be offered during off-duty hours in the Washington area at external facilities.

5. This Staff has already arranged for a machine-run of Agency personnel who have claimed comprehensive proficiency at the "high" level in Groups I, II and III languages so that we can determine availability of instructors for internal off-duty training.

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DDA Memo, 4 Apr 77

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By:

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6. On the basis of the surveys indicated in paragraphs 4 and 5 above, we will recommend action to you in fulfilling them.



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